



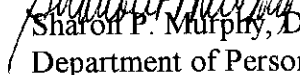
DEPARTMENT OF PERSONNEL

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MEMO PERD # 22/98

May 28, 1998

TO: All Department and Division Heads

FROM:  Sharon P. Murphy, Director
Department of Personnel

SUBJECT: PAY INCREASES FOR CLASSIFIED AND UNCLASSIFIED
EMPLOYEES AUTHORIZED BY SB 493 AND AB 665

A 3% pay increase will be automatically implemented for classified and unclassified employees effective July 1, 1998. Employees paid by Central Payroll will see the increase in the check issued July 10, 1998; any retroactive or corrective adjustments will be reflected in checks issued July 24, 1998.

This method of implementation eliminates the need, in most cases, to submit individual payroll documents (NPD-35's). However, payroll documents will be necessary if the appointing authority wishes to pay an unclassified employee at a rate which is less than the 3%. As you know, an appointing authority can set the salary for an unclassified employee at or below the authorized maximum. If you wish to set the salary of an unclassified employee at a lower rate than the maximum, an NPD-35 must be submitted by June 26, 1998.

A copy of this memorandum has been sent to all payroll clerks and personnel representatives. Compensation schedules have also been distributed to all agencies. If there are questions regarding the implementation of the pay increase, please contact Netti DeBusk at 687-3707.

SPM:cp/dsb

cc: Agency Personnel Liaison
Agency Personnel Representative
Payroll Clerks